

How to Create and Sell a Voter List

Go to the “Data Generator” page under the ‘Reports’ tab (red box). An alternate route to the “Data Generator” page is by clicking the “Go” button (red arrow) at the top right corner of the page. Both options will take you to the same place.

SECRETARY OF STATE
Shantel Krebs

Hi brandon ! [Log Out]
Beadle
10,351 Active Voters
Municipal Election - 4/14/2015

Home Voter **Reports** Elections County Utilities

Quick Search: Last Name First Name Bar Code/Voter ID **Go**

Data Generator
View Reports
Absentee Ballot Details

Home Screen

TO DO:

Action	Number	Print
> Review - DL	2	List
> Deaths	2	List
> Felony Match	1	List

You will arrive at the page below. From here, you can generate any report you need. Use the tabs at the top of the screen (green box) to search for any combination of information for your report.

SEARCH

Voter Info Address Districts/Precincts Election/Absentee Status Output Saved Searches

Last Name: First Name: Mid Name: Suffix: DL: SSN: Source of Registration: <ALL> Old Voter ID:

Last Reg Date From: To: Original Reg Date From: To: Last Updated Date From: To: DOB From: To: Age From: To: Telephone: Email:

Party
Select All ☐
☐ Democratic ☐ Independent
☐ Republican ☐ Americans Elect
☐ Constitution ☐ Libertarian
☐ Other ☐ No Party Affiliation

County: Walworth ☐ Exact Match Search Voter History Reset

RESULTS

Search for Records

☐ Sell Electronic Version ☐ Sell Print Version Pay [Voter File Request Form](#)

Voter ID	Last Name	First Name	Middle Name	Suffix	Residential Address	Residential City	Residential State	Residential Zip	Status	Party	Phone Number
No records to display.											

FYI: When you perform a search on this page, the results are already defaulted to show all registered voters (with both Active and Inactive status) within your County. Also, for the purpose of selling lists,

voters' private data (such as their SSN, DL#, and full DOB) are hidden. Lastly, the list will default to alphabetize voters by their last names. If you need to change these defaults for any reason, you will learn how to change those defaults on pages 5-6 of this user manual.

Take note of the "Voter File Request Form" (orange box below). Every customer that buys a voter list should fill that out and submit it to your office. The form not only states the fees for buying South Dakota voter lists, but also includes a clause that they cannot use or sell a list for commercial purposes. You will want to print off and retain a copy of their signed form for your records.

For this example, I am going to generate (and sell) a voter list of all the registered voters from the town of Selby, SD.

Below, I have brought up the 'Districts/Precincts' tab (purple box). I chose 'Municipal' from the 'District Type' drop-down box (green box). Then, I put a check-mark in the box next to 'Selby' (blue arrow). That is all I need to do. Now, I click the "Search" button (black arrow).

Immediately, 472 voters (active and inactive) appear in the Results list at the bottom of the screen (pink box). I can now export the list to Microsoft Excel (orange arrow) to save or print.

SEARCH

Voter Info
Address
Districts/Precincts
Election/Absentee
Status
Output
Saved Searches

District Type: Municipal

☐ Select All
District (code-name)

☐ Akaska
☐ Glenham
☐ Java
☐ Lowry
☐ Mobridge
☐ Municipal - Township 23
☒ Selby

☐ Select All
Precinct (code-name)

☐ Pre-03 W-1 C-3 M-56 Sen-23 H-23 Sch-625
☐ Pre-03 W-2 C-3 M-56 Sen-23 H-23 Sch-625
☐ Pre-03 W-3 C-3 M-56 Sen-23 H-23 Sch-625

☐ Select All
Split (code)

County: Walworth

☐ Exact Match

Search

Voter History

Reset

RESULTS

472 Records in 24 Pages

☐ Sell Electronic Version
 ☐ Sell Print Version

Pay Voter File Request Form

	Voter ID	Last Name	First Name	Middle Name	Suffix	DOB	Residential Address	Residential City	Residential State	Residential Zip	Status	Party	Other Party	Phone Number	Email
Select	316105	Ackerman	Ardella	Mae		1933	4705 1st Ave	Selby	SD	57472	Active	REP		6056497318	
Select	74674	Ackerman	Delbert	J			2802 Lincoln Ave	Selby	SD	57472	Active	REP		6056497655	

Now that we have created this report, let's look at more options on how to display the information.

LIMITING INFORMATION ON A VOTER LIST

Right now, the search results will provide you with every available field of voter data in TotalVote, except for the restricted data (last four numbers of the SSN, Driver's License number and the month and day of the date of birth). However, if you are selling a voter list, you probably want your list to contain only certain pieces of voter information. Below, I will create a voter list that will include only the following pieces of information:

- Full Voter Name (First, Middle, Last, and Suffix)
- Residence Address (City, State, and Zip)
- Status
- Political Party
- Voter Phone Number

I can control this from the "Output" tab (**brown** box). When on the Output tab, all available voter information fields are in the left "Available Fields to Display" (**blue**) box. Since I only want the information I just listed above, I click on the fields I want (**red** stars). After I have clicked on them, they are highlighted to show I have selected them. (I can click on multiple fields at a time by holding down the "CTRL" button on my keyboard.) When I am done making my selections, I click on the ">>>" arrow (**pink**) in the middle to move these selections to the "Selected Fields" box (**green**).

After those fields are moved into the "Selected Fields" box, click the 'Search' button again (**teal** arrow), and your report will refresh. Now my report will only display those fields. See how my results only display those columns (**red** box)? That is exactly how my report will appear when I sell it. Click the green Excel icon (**black** arrow) to export this list to Microsoft Excel.

SEARCH

Voter Info
Address
Districts/Precincts
Election/Absentee
Status
Output
Saved Searches

Available Fields To Display

★
Last Name

★
First Name

★
Middle Name

★
Suffix

★
DOB

★
Residential Address

>>>

All >>

Selected Fields

<<<
<< All

Up
Down

☒ Restrict Private Data

County: Walworth
☐ Exact Match

Search

Voter History

Reset

RESULTS

472 Records in 24 Pages

☐ Sell Electronic Version
 ☐ Sell Print Version

Pay

Voter File Request Form

	Voter ID	Last Name	First Name	Middle Name	Suffix	Residential Address	Residential City	Residential State	Residential Zip	Status	Party	Phone Number
Select	316105	Ackerman	Ardella	Mae		4705 1st Ave	Selby	SD	57472	Active	REP	6056497318


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PAYING FOR A VOTER LIST

The last step of selling a voter list is processing the payment. This functionality is built into TotalVote for your (and the customer's) convenience.

Above the list of results, you can choose to sell the customer either an electronic or a printed list (**orange** box).

RESULTS




☐ Sell Electronic Version
 ☐ Sell Print Version

472 Records in 24 Pages
 Pay [Voter File Request Form](#)

	Voter ID	Last Name	First Name	Middle Name	Suffix	Residential Address	Residential City	Residential State	Residential Zip	Status	Party	Phone Number
Select	316105	Ackerman	Ardella	Mae		4705 1st Ave	Selby	SD	57472	Active	REP	6056497318
Select	74674	Ackerman	Delbert	J		2802 Lincoln Ave	Selby	SD	57472	Active	REP	6056497655
Select	241222	Ackerman	Gregory	Gene		2510 3rd Ave	Selby	SD	57472	Active	REP	6056491194
Select	74675	Ackerman	Phyllis			2802 Lincoln Ave	Selby	SD	57472	Active	REP	6056497655
Select	372443	Akre	Donald	Jon		7206 5th Ave	Selby	SD	57472	Active	REP	6056497773
Select	372444	Akre	Ruth	Ann		7206 5th Ave	Selby	SD	57472	Active	REP	6056497773
Select	74682	Aman	Leona	F		107 Theodore St W Apt 8	Selby	SD	57472	Active	REP	6056497358

I want to sell an electronic version of this voter list. Therefore, I choose “Sell Electronic Version” (**black** circle). As soon as I’ve made a selection, the page will automatically refresh, the correct price will generate (**purple** box), and the “Pay” button (**pink**) will become activated. The prices that display have been recently updated according to the price of voter lists set by the South Dakota State Board of Elections and is mandated through [Administrative Rule 05:04:06:09](#).

RESULTS



☒ Sell Electronic Version
 ☐ Sell Print Version

472 Records in 24 Pages
 Price: \$15.00 Pay [Voter File Request Form](#)

	Voter ID	Last Name	First Name	Middle Name	Suffix	Residential Address	Residential City	Residential State	Residential Zip	Status	Party	Phone Number
Select	316105	Ackerman	Ardella	Mae		4705 1st Ave	Selby	SD	57472	Active	REP	6056497318
Select	74674	Ackerman	Delbert	J		2802 Lincoln Ave	Selby	SD	57472	Active	REP	6056497655
Select	241222	Ackerman	Gregory	Gene		2510 3rd Ave	Selby	SD	57472	Active	REP	6056491194
Select	74675	Ackerman	Phyllis			2802 Lincoln Ave	Selby	SD	57472	Active	REP	6056497655
Select	372443	Akre	Donald	Jon		7206 5th Ave	Selby	SD	57472	Active	REP	6056497773
Select	372444	Akre	Ruth	Ann		7206 5th Ave	Selby	SD	57472	Active	REP	6056497773
Select	74682	Aman	Leona	F		107 Theodore St W Apt 8	Selby	SD	57472	Active	REP	6056497358
Select	210858	Artz	Bonnie	B		506 W Walworth	Selby	SD	57472	Active	REP	6056497329

Now that you have chosen *which* version of the list to sell, and *how much* the list costs, you are ready to process the payment. Click the 'Pay' button to proceed.

When you click on the "Pay" button, you are taken to the page to the right to process the payment. You can **only** accept one form of payment for a voter list: credit card (info in **red** box). **Do not accept cash as payment for a voter list.** The fields with an asterisk * (**blue** circles) are required fields for each payment option.

After you click the "Purchase" button, (**purple** box to the right), you will be directed to a page with a receipt. You can print the receipt and give it to the customer for their records.

Miscellaneous

As mentioned on the first page of this User Manual, there are a few defaults that are in place every time you run a search in the Data Generator.

- 1) Private Data is always restricted. This functionality hides voters' full dates of birth, as well as their SSNs and DL#s. You should never sell a voter list with this data, but if you ever need to display those fields for some reason, you will need to go to the Output tab (**blue**) and remove the checkbox from the "Restrict Private Data" option (**red**).

- 2) The voters that display are defaulted to only Active and Inactive voters. If you ever need to create a list of other voters (deceased, felons, or under 18 registrations), you can do this from the Status tab (green). From here, you can remove the automatic checkmarks from the Active and Inactive voters (purple), and put checkmarks in any other type of Status.

SEARCH

Voter Info | Address | Districts/Precincts | Election/Absentee | **Status** | Output | Saved Searches

Status

☐ Select All

☒ Active

☒ Inactive

☐ Unregistered Death

☐ Unregistered Felony

☐ Unregistered Mentally Incompetent

☐ Unregistered Moved Out of State

☐ Unregistered Non-Citizen

Voter Record Notes

County: Walworth ☐ Exact Match

- 3) Your reports will always default to just search for the voters in **your** County. However, if you need to search another county for a voter, you can make that selection from the "County" drop-down box (red). If you ever need to perform a statewide search for an individual, you can choose "<ALL>" counties from the top of the list.

SEARCH

Voter Info | Address | Districts/Precincts | Election/Absentee | **Status** | Output | Saved Searches

Last Name: Last Reg Date From To

First Name: Original Reg Date From To

Mid Name: Last Updated Date From To

Suffix: DOB From To

DL: Age From To

SSN: Telephone:

Source of Registration: Email:

Old Voter ID:

Party

Select All ☐

☐ Democratic ☐ Independent

☐ Republican ☐ Americans Elect

☐ Constitution ☐ Libertarian

☐ Other ☐ No Party Affiliation

County: **<ALL>** ☐ Exact Match

Aurora

Beadle

Bennett

Bon Homme

Brookings

3877 Records in 194 Pages

- 4) When your Results are displayed at the bottom of the screen, your voters are always defaulted to display in alphabetical order by their Last Name. However, you can change the way the results appear by clicking on any column heading (**pink**). Below, I have clicked on the 'Party' column (**blue**). Now, the entire list is rearranged alphabetically by political party.

RESULTS												
472 Records in 24 Pages												
<input type="radio"/> Sell Electronic Version <input type="radio"/> Sell Print Version <input type="button" value="Pay"/> Voter File Request Form												
	Voter ID	Last Name	First Name	Middle Name	Suffix	Residential Address	Residential City	Residential State	Residential Zip	Status	Party ▲	Phone Number
Select	371256	Baumann	Heather	M		300 E Bangor St	Selby	SD	57472	Active	DEM	6056491047
Select	371258	Baumann	Justin	L		300 E Bangor St	Selby	SD	57472	Active	DEM	6056491047
Select	232178	Beitelspacher	Shirley			2807 Lincoln Ave	Selby	SD	57472	Active	DEM	6056497636
Select	416054	Bieber	Cathie	M		4610 2nd Ave	Selby	SD	57472	Active	DEM	6056490100
Select	410517	Bieber	Seth	Thomas		317 Lyndee Dr Apt 6	Selby	SD	57472	Active	DEM	6057598377
Select	308225	Cheskey	Elaine	J		500 E Bangor St	Selby	SD	57472	Active	DEM	6056497212
Select	308599	Cheskey	Willis	R		500 E Bangor St	Selby	SD	57472	Active	DEM	6056497212
Select	179804	Chesky	Benjamin	L	Jr	Lyndee Drive Apt	Selby	SD	57472	Active	DEM	
Select	100508	Danielson	Larry	J		1201 5th Ave	Selby	SD	57472	Active	DEM	6058480013